

# **TRANSPORTATION SERVICE HUMAN RESOURCES POLICY**

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**SUBJECT: AFFIRMATIVE ACTION AWARDS PROGRAM**

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**SECTION: 11C**

**Issued: 7/1/93**

**Revision No.**

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**Effective: 7/1/93**

**APPROVED:**

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Deputy Secretary, Department of Transportation

## **1. PURPOSE**

- 1.1 To establish an Affirmative Action Awards Program within the Department of Transportation.
- 1.2 An awards program shall be established to recognize employees who have exemplified outstanding leadership in achieving the Department's Affirmative Action Goals.
- 1.3 To assign responsibility for implementing the Department of Transportation Affirmative Action Awards Program.
- 1.4 To provide for the development and dissemination of an Affirmative Action Awards Program Manual throughout the Department.

## **2. APPLICABILITY**

- 2.1 This policy is applicable to all elements of the Department as defined in Transportation Service Regulation 11.02.01.02B.

## **3. AUTHORITY**

- 3.1 Department of Transportation Affirmative Action Plan
- 3.2 Transportation Service Human Resources System Policy on Equal Employment Opportunity and Affirmative Action
- 3.3 Transportation Service Regulation 11.02.04 – Equal Employment Opportunity

## **4. PROGRAM MANAGEMENT**

The Manager, EO/AA, Office of MBE/Equal Opportunity in The Secretary's Office is responsible for the management of the program including:

\_\_\_Indicates change since last revision

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- 4.1 The development, revision and implementation of the Department of Transportation Affirmative Action Plan Program Manual.
- 4.2 The provision of guidance and technical support to supervisors and employees on preparation and submission of Affirmative Action Awards nominations.
- 4.3 The review of nominations.
- 4.4 The submission of nominations to the Affirmative Action Awards Committee.
- 4.5 The coordination of appropriate promotional activities.
- 4.6 The arrangement of award presentation ceremonies.
- 4.7 The maintenance of all pertinent correspondence and records.
- 4.8 Preparation of reports as required.

### **5. PROCEDURES**

- 5.1 Each Appointing Authority shall designate an individual or committee to be responsible for coordinating the Affirmative Action Awards Program within the administration. They are responsible for the management of the program within their respective jurisdictions, including:
  - 5.1.1 Designating an Affirmative Action Awards Coordinator or committee.
  - 5.1.2 Reviewing nomination forms and materials.
  - 5.1.3 Submitting nominations and materials to the Department Affirmative Action Awards Committee.
  - 5.1.4 Providing guidance and technical support to supervisors and employers on the preparation and submission of nominations.
  - 5.1.5 Submitting the nomination to the Manager of EO/AA, Office of MBE/Equal Opportunity in the Secretary's Office.

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### **6. THE AFFIRMATIVE ACTION AWARDS COMMITTEE**

- 6.1 The Affirmative Action Awards Committee shall consist of the Manager, EO/AA, Office of MBE/Equal Opportunity in the Secretary's Office and one representative from each Administration, designated by the Appointing Authority.
- 6.2 Meetings are called by the Manager, EO/AA, Office of MBE/Equal Opportunity in the Secretary's Office to take necessary actions to assure continuous, efficient operation of the program.
- 6.3 The Affirmative Action Awards Committee reviews all nominations for awards and may conduct personal interviews.
- 6.4 The Affirmative Action Awards Committee will render its decision as a recommendation for action to the Deputy Secretary.

### **7. SUBMISSION OF CANDIDATES FOR AWARDS**

- 7.1 Affirmative Action Awards nomination forms may be obtained by any interested party from the Manager, EO/AA, Office of MBE/Equal Opportunity in The Secretary's Office or the Administration Affirmative Action Awards Coordinator or committee.
- 7.2 A copy of the completed nomination form will be sent to the Administration's Affirmative Action Awards Coordinator or committee.
- 7.3 The Administration's Affirmative Action Awards Coordinator or committee will process the nomination to the Department's Affirmative Action Awards Committee according to the Administration's procedures.
- 7.4 All nominations submitted to the Committee will be acknowledged in writing by the Department of Transportation Fair Practices Officer.

### **8. CRITERIA FOR AWARDS**

- 8.1 The supervisor or manager must have provided equal employment opportunity and applied the principles of affirmative action in accordance with the objectives outlined in the Department of Transportation Affirmative Action Plan and in accordance with Department of Transportation policy.

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8.2 The supervisor or manager must have:

8.2.1 Significantly contributed to the increased representation of minorities and/or females in those job categories traditionally under-represented  
or

8.2.2 Significantly contributed to program effectiveness of other Department Affirmative Action Programs, such as the Minority Business Enterprise (MBE), the Contract Compliance or the Title VI Program  
and

8.2.3 Achieved recognition of specific activities undertaken in which the goals of at least one aspect of the Department Affirmative Action Program have been met or exceeded.

8.3 The nominee must have applied the appropriate rules, regulations and/or policies of federal and state agencies in the true intent and spirit of affirmative action principles and Equal Employment Opportunity laws.

8.4 The nominee must not be a respondent or co-respondent in any pending complaint of discrimination case or one in which a finding of probable cause was made.

### **9. AWARDS AND AWARD CEREMONIES**

9.1 Awards shall be presented to the selected nominees at an appropriate public ceremony at The Secretary's Office.

9.2 The ceremony will be coordinated with the Office of Public Affairs by the Manager of EO/AA, Office of MBE/Equal Opportunity.

9.3 The gold embossed certificate, that is awarded, shall be signed and presented by the Secretary.

9.4 A letter of commendation, also signed by the Secretary, will be placed in the recipient's official personnel file.